



New Brunswick
Nouveau Brunswick

Education and Early Childhood Development

Designation Handbook Insert for:

Parent Fee Reduction Subsidy Guidelines

Introduction

The Canada - New Brunswick Canada Wide Early Learning and Child Care Agreement continues to build on the success of the designation of New Brunswick Early Learning Centres and New Brunswick Early Learning Homes. New Brunswick's vision is to ensure access to a high-quality, affordable, and inclusive early learning and child-care system that families can rely on and where every child receives the necessary services to reach their full potential. Ensuring parents have access to affordable, quality and inclusive early learning and child-care services supports a parent's ability to participate in the workforce, while also providing children with meaningful learning experiences from a young age.

Starting on June 1, 2022, New Brunswick has committed to making early learning and child care more affordable for parents by reducing the out-of-pocket costs for children enrolled in a designated New Brunswick Early Learning Centre or a designated New Brunswick Early Learning Home by an average of 50% with a goal of reaching an average of \$10/day by 2025-2026.

Operators must ensure that their Parent Handbooks are updated to reflect any changes from the information below.

Standard Parent Fee Grid

The Standard Parent Fee Grid sets the fees operators of designated New Brunswick Early Learning Centres and New Brunswick Early Learning Homes must charge parents, beginning on June 1, 2022. These fees will be offset by the Parent Fee Reduction Subsidy (details below).

Operators must not charge parents more than the daily fees set out in the Standard Parent Fee Grid below:

Standard Parent Fee Grid		Infant	Preschool
Large Urban	Full Day	\$21	\$18
	Part Day	\$12	\$7
Small Urban & Rural	Full Day	\$19	\$16
	Part Day	\$12	\$7

Eligibility

Funding under the Canada-New Brunswick Canada-Wide Early Learning and Child Care Agreement is only available to designated facilities for the services offered to preschool children (0-5 years, not yet attending school).

Parents are encouraged to accept their child's enrolment offer through the Online Child Enrolment process via the Parent Portal. If a parent has not accepted the electronic offer of enrolment, operators must keep records of the enrolment and make them available to the department upon request.

In the rare case of a parent refusing to accept the Online Child Enrolment through the Operator Portal, operators are required to inform Operational Support Services by phone at 1-833-221-9339 or by e-mail at EECDPortal-PortailEDPE@qnb.ca to understand the process for parents to access reduced childcare fees.

(For more information on Online Child Enrolment, please refer to the Enrolment User Guide in the Resources & Support section of the Operator Portal).

Parent Fee Reduction Subsidy

The Parent Fee Reduction Subsidy provides funding to operators to cover the difference between the Standard Parent Fee Grid amounts and the Operator's fees EECD has on record which is regulated under the Market Fee Threshold, for all children 0-5 years that are enrolled in the designated facility and not yet attending school.

The following guidelines apply:

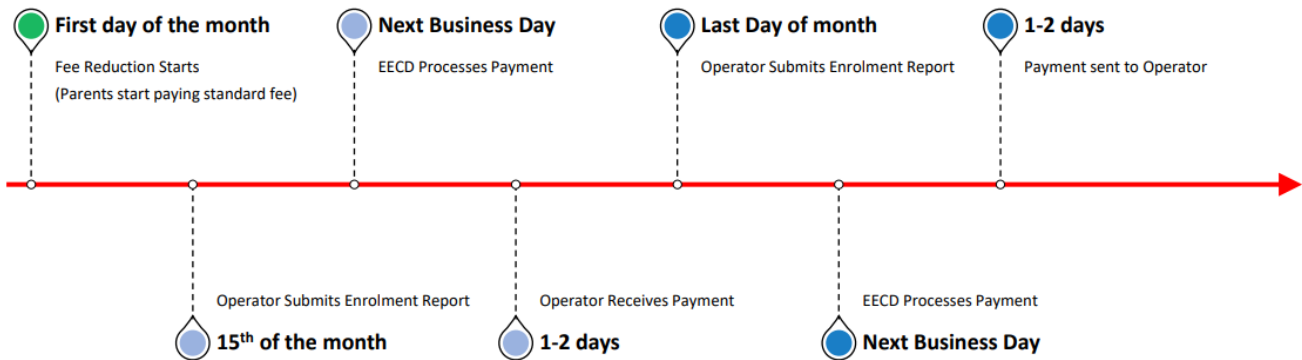
- Enrolment data must be maintained and updated on an ongoing basis (as changes occur) in the Operator Portal to ensure the number of children, frequency of enrolment and approved daily fees is accurate for each child.
- Should a parent withdraw their child from a Designated Facility without notice, the operator may continue to collect the Parent Fee Reduction Subsidy for the enrolled child for a period of two weeks. The Parent Fee Reduction Subsidy may also be provided at another licence during the two-week period.
- If an operator chooses to discharge a child without any notice, the operator must inactivate the online child enrolment immediately and the Parent Fee Reduction Subsidy will no longer be paid for that child.

- The Parent Fee Reduction Subsidy is paid for all weekdays where parents are required to pay for their space; this may include statutory holidays, vacation days, and sick days.
- The Parent Fee Reduction Subsidy will not be paid to hold a childcare space.
- Operators of New Brunswick Early Learning Homes are not eligible for the parent fee reduction for their own children when enrolled in their facility.
- Parent Fee Reduction Subsidy is calculated based on enrolled spaces and must not exceed the approved full-time licensed spaces.
- At any given time, the Department may conduct a financial audit of the Parent Fee Reduction Subsidy in designated facilities.

Guidelines for Enrolment Reporting and Payment Schedule

Enrolment data will be used to determine funding amounts for the Operational Grant and the Parent Fee Reduction Subsidy. To ensure accurate payments, operators are required to update and maintain enrolment data in the Operator Portal immediately as changes occur. Changes that impact funding allocation and must be updated are:

- Age Category (age group the child is enrolled in)
- Frequency of Child Enrolment
- Child Fee (fee on record)
- Licence in which the child is enrolled
- Enrolment Status (Active or Inactive)



The following reporting guidelines apply:

- There will be two reporting periods within the month:
 - The first reporting period will be from the 1st-15th
 - The second reporting period will be from the 16th to the last day of the month
- Each reporting period will be open for seven (7) calendar days:
 - First reporting period – the reporting period will be open from the 15th to the 21nd of each month
 - Second reporting period – the reporting period will be open from the last day of the month to the 6th day of the following month
- Payments will be processed each business day during the open reporting periods to ensure payment in a timely manner.
- The second enrolment reporting period each month, which opens on the last calendar day of the month, will be used to calculate the monthly Operational Grant amount.
- Operational Grant payments are paid at the beginning of each month, based on enrolment numbers on the last day of the prior month. There are no adjustments.
- The Operational Grant payment is determined based on the part-time and full-time enrolments at the time of reporting.